CTB McGraw-Hill
Record Editing System
WKCE-CRT Fall 2005

RECORD EDITING SYSTEM

TRAINING MANUAL

RES OVERVIEW

- Access to RES
- What's new in 2005 RES
  - Identifying errors using the summary reports feature
  - WSNs
- Demographic Data
- Key cleanup fields
- Correcting individual student records ONLINE
- Correcting individual student records OFFLINE (Batch Uploads)
- Remember …

ACCESS
TO
RES

ACCESS TO
RECORD EDITING SYSTEM (RES)

- Login to the RES through www.CTB.com.
- Type in your unique login, which will take you to your district and/or school:

  W + DISTRICT NUMBER (W3619) – no spaces

  OR

  W + DISTRICT NUMBER + SCHOOL NUMBER (W36190070)

- Go to *My Programs-Overview* which provides a link to "**Record Editing System**".
- Unique passwords will be delivered in introductory packets.

CTB.COM LOGIN

RECORD EDITING SYSTEM

RES HOMEPAGE – District LEVEL

RES Homepage for CESA 1 (District# 0413)

Test Administration: WKCE-CRT Fall 2005

Welcome Joe D. Istrict

To make sure your district is represented fairly in accountability scores, you *must* correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/16/2006 to 02/14/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with **Errors:**	803	What's this?
Records now with **Warnings:**	0	What's this?
Records changed:	1	What's this?

Need Help with RES?

▸ Record Editing System Instructions

▸ Record Editing System File Layout

The RES Help Desk is standing by to assist you.

Write to:
REShelpdesk@ctb.com

Or call 1-800-282-2203
7:30am – 5:30pm CST M-F.

What would you like to do?

To Work Online
Recommended for Everyone

➔ **Browse for a Student Record**
... by school and last name, then easily correct some or all issues in the record.

➔ **Search for a Student or Group**
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

➔ **Create a Student Data File**
Select a batch of records to include in the data file, then download and edit it. Please read about pitfalls to avoid.

➔ **Upload Your Student Data File**
Upload your corrected data file and receive quick validation of its acceptability. Please read about batch update limitations.

➔ **View File Upload History**
... to review the status and results of your district's file uploads.

8

RES HOMEPAGE – School Level

**CTB
McGraw-Hill**

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005

RES Homepage for SCHOOL000000100

Test Administration: WKCE-CRT Fall 2005

Welcome Barrett Lindstrom,
Use the Record Editing System to edit data for a test administration. Edit individual student records online, or multiple students records in batches.

This session of the Record Editing System will be avaliable for you to use from 01/16/2006 to 02/14/2006.

[View School Reports] for information on your RES student record set.

Summary

Total Records for SCHOOL000000100:	632
Records with errors:	631
Records changed:	1

What would you like to do?

→ **Search for a Student**
Use this page to search for an individual student record and easily update it online.

→ **Browse for Students**
Use this page to search for an individual student record and easily update it online.

Need Help with RES?

► Record Editing System Instructions

► Record Editing System File Layout

The RES Help Desk is standing by to assist you.

Write to:
REShelpdesk@ctb.com

Or call 1-800-282-2203
7:30am – 5:30pm CST M-F.

9

WHAT'S NEW

WHAT'S NEW IN 2005-2006

- Summary reports - demographic data check
- WSN flag in student record

SUMMARY REPORTS

- Accessed from RES Homepage.
- Shows breakdowns of demographic groups.
- Can be exported to Excel.
- Use to check for logic.
- Can indicate significant errors or omissions (e.g. SFAY=0 indicates obvious error to be addressed).

SUMMARY REPORTS – RES HOMEPAGE LINK

McGraw-Hill Education · Welcome joecustomer. · *The McGraw-Hill Companies*

CTB McGraw-Hill

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005

RES Homepage for CESA 1 (District# 0413)

Need Help with RES?

Test Administration: WKCE-CRT Fall 2005

Welcome Joe D. Istrict

To make sure your district is represented fairly, you *must* correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/16/2006 to 02/14/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with Errors:	803	What's this?
Records now with Warnings:	0	What's this?
Records changed:	4	What's this?

► Record Editing System Instructions

► Record Editing System File Layout

The RES Help Desk is standing by to assist you.

Write to:
REShelpdesk@ctb.com

Or call 1-800-282-2203
7:30am - 5:30pm CST M-F.

What would you like to do?

To Work Online
Recommended for Everyone

→ **Browse for a Student Record**
... by school and last name, then easily correct

To Work On Your Personal Computer
For Data Processing Experts Only

→ **Create a Student Data File**
Select a batch of records to include in the data file,

SUMMARY REPORTS

SUMMARY REPORTS

WKCE-CRT Fall 2005
District Frequency

→ Download this report as an Excel file by clicking the link at the bottom of this page.

Date: 01/20/2006
District: 0413 CESA 1

CATEGORIES	Gr. 03	Gr. 04	Gr. 05	Gr. 06	Gr. 07	Gr. 08	Gr. 10
Total Students Enrolled	83	98	95	107	85	122	214
Enrolled In School FAY	61	75	60	68	60	84	148
Enrolled In District FAY	56	57	61	71	55	77	146
Excused by Parent	0	19	0	0	0	20	62
By Gender							
...Female	41	48	47	53	42	61	107
...Male	41	49	47	53	42	60	106
...Gender Blank or Invalid	1	1	1	1	1	1	1
By Race/Ethnicity							
...Amer Ind/AK Native	15	19	20	19	18	25	31
...Asian/ Pacific Islander	15	18	19	22	17	25	48
...Black, not Hispanic	19	15	13	21	13	17	29
...Hispanic	11	15	17	15	16	24	35
...White, not Hispanic	12	13	10	13	11	16	29
...Race Blank or Invalid	11	18	16	17	10	15	42
English Language Learners	61	70	57	79	63	89	168
Migrant Students	47	49	43	46	47	61	115
Students with Disabilities	78	93	81	103	81	116	198
Economically Disadvantaged	72	77	82	82	68	102	167
ELL 1-2 Long Term US	46	52	45	54	42	62	106
Open Enrollment/ Ch. 220	24	23	31	27	26	39	61

WISCONSIN STUDENT NUMBER

- If a duplicate or invalid WSN is detected, RES will flag the WSN field for correction.

- WSN will be flagged as an error in Bold/RED.

- DAC or SAC will be required to fill in the correct WSN.

- VERY IMPORTANT: Only enter a WSN in RES if the field is flagged as an error. Do not change a WSN that the system says is okay. If it's not flagged as an error, it doesn't need correcting.

Wisconsin Student Number (WSN) Only Student WSNs flagged in error need correcting

DOB Day:	18	WAA ELL Science:	2
DOB Year:	94	WAA ELL Social Studies:	2
Gender:	M	WAA ELL Writing:	1
Student WSN:		WAA SWD Reading:	
Racial/Ethnic Group:	A	WAA SWD Lang. Arts:	3
Disability Status:	Y	WAA SWD Math:	4
Section 504 Status:	Y	WAA SWD Science:	2
English Proficiency:	6	WAA SWD Social Studies:	3
Economically Dis. Status:	Y	WAA SWD Writing:	3

DEMOGRAPHIC DATA

KEY CLEANUP FIELDS TO LOOK FOR

- SwD OOD – Students with Disabilities residing Out of District
- WSN – Wisconsin Student Number
- SDIS – Students with Disabilities
- ELL – English Language Learners
- DFAY/SFAY
- Open Enrollment/Ch.220
- Parent Refusals
- Economic Disadvantage
- Ethnicity
- Moving students between Schools/Districts
- Deleting students
- Invalidating student scores

IDENTIFYING and CORRECTING "ERRORS"

- Click the link and use the demographic summary reports feature on the RES Homepage to identify groups of students that RES may not flag in error, e.g. all students in your school show as F.
- Examples of RES errors that cross-validate:
  - WAA-ELL students can only have a numeric ELL value of 1-5
  - WAA-SWD students must be bubbled SDIS=Y
  - School FAY (SFAY) or District FAY (DFAY) must be Y or N
- Examples of RES errors that can flag as invalid:
  - Ethnicity is blank, Last name contains invalid symbols, birth date is blank, etc.
- Goal is to correct all RES errors where possible and to correct other student errors not flagged by RES.

Students w/Disabilities Residing Out of District (SwD OOD)

- Check for SwD OOD that did not move.

- SwD OOD whom you intended sending to another district will be returned to the school of attendance if the special bubbling on the inside front cover of their test books is incorrect.

- For instance, the checks allow SwD OOD to move automatically if:
  - ✓ Open Enrollment/Ch.220 is "N".
  - ✓ SDIS is "Y".
  - ✓ District number for district of residence is accurate.

- Districts should search for a school number "8888" which will indicate that SwD OOD has been moved to your district from another district.

WISCONSIN STUDENT NUMBER

- If a duplicate or invalid WSN is detected, RES will flag the WSN field for correction.

- WSN will be flagged as an error in Bold/RED.

- DAC or SAC will be required to fill in the correct WSN.

- VERY IMPORTANT: Only enter a WSN in RES if the field is flagged as an error. Do not change a WSN that the system says is okay. If it's not flagged as an error, it doesn't need correcting.

STUDENTS WITH DISABILITIES (SDIS)

- Students who are alternate assessment students with disabilities (WAA-SWD) <u>must</u> be bubbled "Y" in the SDIS field.

- Students who are WKCE students can also be bubbled "Y" in the SDIS field.

- For students with scores for both WKCE and WAA, only WKCE scores are summarized.

ENGLISH LANGUAGE LEARNERS (ELL)

- Students who are Alternate Assessment Pre-Requisite English (WAA-ELL) must have an ELL ranking of 5 or less.
- Students with ELL ranking of 6 or 7 will not receive alternate assessment scores.
- To receive a score on individual reports, a student must be ELL 5 or less.
- ELL students who are ELL 3-5 will not have their WAA data captured in summary data.
- For students with scores for both WKCE and WAA, only WKCE scores are summarized.

OPEN ENROLLMENTS CH 220

- Chapter 220 Open Enrollments is a critical category for assigning accountability for SDIS students.

- Chapter 220 affects <u>who</u> can be out of district and directly relates to the SDIS OOD bubbling.

- Ch.220 Open Enrollments is a "Y" or "N" bubbling.

- SwD OOD <u>cannot</u> be Ch. 220.

FULL ACADEMIC YEAR – STATE / DISTRICT / SCHOOL (DFAY / SFAY)

- SFAY/DFAY data is critical for district and school evaluation.
- If SFAY is "Y", DFAY must also be "Y".
- If SFAY is "N", DFAY can still be "Y".

PARENT REFUSALS

- Parent opt-out is only provided for WKCE students at grades 4, 8 and 10.

- The student bio grid on inside front cover of test book provides a bubble "P" for "Parent Refusal" of WKCE testing.   (In some cases, schools have erroneously thought "P" to stand for "Participation".)

- If "P" is bubbled, the student will receive no WKCE scores, and will be counted as "not assessed" for accountability purposes.

- WAA students with "P" bubbled will still receive WAA scores, since there is no parent opt-out for alternate assessment students.

ETHNICITY

- A = Asian/Pacific Islander
- B = Black/ Not of Hispanic Origin
- H = Hispanic
- I = American Indian/Alaskan Native
- W = White, Not of Hispanic Origin
- A student's "racial/ethnic group" is the racial/ethnic group to which the student belongs or with which a given student identifies.
- These five categories will be used for the 2005-2006 school year and are the same categories and definitions as those used in DPI's ISES Data collection.

ECONOMIC DISADVANTAGE

- N = No and means the student is NOT economically disadvantaged.

- Y = Yes and means the student IS economically disadvantaged and also indicates the student's eligibility for Free and Reduced Lunch.

KEY CLEANUP FIELDS

KEY CLEANUP FIELDS TO LOOK FOR

- SwD OOD – Students with Disabilities residing Out of District
- WSN – Wisconsin Student Number
- SDIS – Students with Disabilities
- ELL – English Language Learners
- DFAY/SFAY
- Open Enrollment/Ch.220
- Parent Refusals
- Economic Disadvantage
- Ethnicity
- Moving students between Schools/Districts
- Deleting students
- Invalidating student scores

Students w/Disabilities Residing Out of District (SwD OOD)

- Check for SwD OOD that did not move.
- SwD OOD whom you intended sending to another district will be returned to the school of attendance if the special bubbling on the inside front cover of their test books is incorrect.
- For instance, the checks allow SwD OOD to move automatically if:
  - ✓ Open Enrollment/Ch.220 is "N".
  - ✓ SDIS is "Y".
  - ✓ District number for district of residence is accurate.
- Districts should search for a school number "8888" which will indicate that SwD OOD has been moved to your district from another district.

WISCONSIN STUDENT NUMBER

- If a duplicate or invalid WSN is detected, RES will flag the WSN field for correction.

- WSN will be flagged as an error in Bold/RED.

- DAC or SAC will be required to fill in the correct WSN.

- VERY IMPORTANT: Only enter a WSN in RES if the field is flagged as an error. Do not change a WSN that the system says is okay. If it's not flagged as an error, it doesn't need correcting.

CORRECTING STUDENT RECORDS ONLINE

BROWSING FOR
SwD OOD STUDENTS / SCHOOL
(District level)

The system creates an "8888" school within a district to receive an SwD OOD. To browse for SwD OOD or schools from the RES Homepage.

• Click on "Browse for Students" link.

• Click on the ALL filter for "All Schools".

• All schools will be listed.

• Look for the schools with School # 8888.

BROWSING FOR
SwD OOD STUDENTS (District)

RES Homepage for CESA 1 (District# 0413)

Test Administration: WKCE-CRT Fall 2005

Welcome Joe D. Istrict

To make sure your district is represented fairly, you *must* correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/16/2006 to 02/14/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:		804	What's this?
Records now with Errors:		803	What's this?
Records now with Warnings:		0	What's this?
Records changed:		4	What's this?

What would you like to do?

To Work Online
Recommended for Everyone

→ Browse for a Student Record
… by school and last name, then easily correct some or all issues in the record.

→ Search for a Student or Group
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

→ Create a Student Data File
Select a batch of records to include in the data file, then download and edit it. Please read about pitfalls to avoid.

→ Upload Your Student Data File
Upload your corrected data file and receive quick validation of its acceptability. Please read about batch update limitations.

→ View File Upload History
… to review the status and results of your district's file uploads.

BROWSING FOR
SwD OOD STUDENTS (District)

SEARCHING FOR
SwD OOD (District)

CTB McGraw-Hill

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005

RES Homepage for CESA 1 (District# 0413)

Test Administration: WKCE-CRT Fall 2005

Welcome Joe D. Istrict

To make sure your district is represented fairly, you **must** correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/16/2006 to 02/14/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with **Errors:**	803	What's this?
Records now with **Warnings:**	0	What's this?
Records changed:	4	What's this?

Need Help with RES?

▶ Record Editing System Instructions

▶ Record Editing System File Layout

The RES Help Desk is standing by to assist you.

Write to:
REShelpdesk@ctb.com

Or call 1-800-282-2203
7:30am – 5:30pm CST M-F.

What would you like to do?

To Work Online
Recommended for Everyone

➔ Browse for a Student Record
... by school and last name, then easily correct some or all issues in the record.

➔ Search for a Student or Group
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

➔ Create a Student Data File
Select a batch of records to include in the data file, then download and edit it. Please read about pitfalls to avoid.

➔ Upload Your Student Data File
Upload your corrected data file and receive quick validation of its acceptability. Please read about batch update limitations.

Searching for SwD OOD (District)

Students w/Disabilities Residing Out of District (SwD OOD) School Level

- Check for SwD OOD that did not move from your school.

- SwD OOD whom you intended sending to another district will be returned to you if the special bubbling on the inside front cover of their test books is incorrect.

- For instance, the checks allow SwD OOD to automatically move if:
  - ✓ Open Enrollment/Ch.220 is "N".
  - ✓ SDIS is "Y".
  - ✓ District number for district of residence is accurate.

- If your inside front cover bubbling fails these checks, this student will be returned to you.

SEARCH FOR STUDENT IN YOUR SCHOOL
Click *Search for a Student* link at RES Homepage.
Takes you to "Search for Student Records" page.

■ McGraw-Hill Education   Welcome wischool.   *The McGraw-Hill Companies*

CTB McGraw-Hill

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005

RES Homepage for SCHOOL000000100

Test Administration: WKCE-CRT Fall 2005

Welcome Barrett Lindstrom,
Use the Record Editing System to edit data for a test administration. Edit individual student records online, or multiple students records in batches.

This session of the Record Editing System will be avaliable for you to use from 01/16/2006 to 02/14/2006.

[View School Reports] for information on your RES student record set.

Summary

Total Records for SCHOOL000000100:	632
Records with errors:	631
Records changed:	4

Need Help with RES?

▸ **Record Editing System Instructions**

▸ **Record Editing System File Layout**

The RES Help Desk is standing by to assist you.

Write to:
REShelpdesk@ctb.com

Or call 1-800-282-2203
7:30am – 5:30pm CST M-F.

What would you like to do?

➔ **Search for a Student**
Use this page to search for an individual student record and easily update it online.

➔ **Browse for Students**
Use this page to search for an individual student record and easily update it online.

SEARCH STUDENTS - School

Filter for students and click on the student name to bring up the student edit page.

Administration: WKCE-CRT Fall 2005

Search For Student Records in CESA 1 (District# 0413)

Create a list of student records to edit by entering information the records will match. You can find records that have the same error and correct them as a group. To learn about the inform

Search Criteria

Enter information that uniquely identifies a student or group. The more information you provide, the fewer matches your search returns. Select the Error option to match only those records fields, you can enter just the first few letters you're looking for -- such as "daw" -- to match "Dawson and "Dawber" but not "Adawhile".

Last Name	☐ Error	School Number	
First Name	☐ Error	Grade	04
Gender	☐ Error	Disability Status	☐ Error
Section 504 Status	☐ Error		

Filter: Students with Errors ▾

[SEARCH] [CLEAR]

Search Results

To edit a record, click a student name.

Student Name	Grade	District Number	School Number	Middle Name	DOB Month	DOB Day	DOB Year	Gender	Racial/Ethni Group
RANDKEY0757DBM .KMRNMTVWT-NHKNCYNZ, CCCCCCCCCU IG JAQYJCSEADHLJSVEPVPW	04	0413	0040	CH HDBMVWLYNCAMUQKHTNO-ZMB IOAXH M	10	14	93	M	I
RANDKEY0758ZK^F.QI OJIIFU T RJDRJ-J, DDDDDDDDDRF BVK-P.BYELFSK^TMOIG CVM	04	0413	0040	DYUEAIVA.JUHWIU N.UYYM WZG.SJYUCHK^	10	15	93	F	
RANDKEY0759PTMTZKQ-G-^QAZQ -QNUQXQE, EEEEEEEEE-AYPWATWEUE.WQZHVLLXFBJMCF	04	0413	0040	EZ-OUYDA.QL-JUQEWDI ^NPTLKZDBJC.D O	10	16	93	M	B
RANDKEY0760-F^ZZ RBKGJ--GLXL.ZRUJMH, FFFFFFFFFFERQIWIDXBNYMIQIBO-NW^YYXQJ	04	0413	0040	F.N ....EKCYZMPYHPYSIPX-XTKN-PK OIY	10	17	93	F	A

FILTERING STUDENT RECORDS

- Filter for -
  - All students
  - All students in error
  - Students in a specific school
  - Students in a specific demographic group
  - Students in a certain Grade

FILTERING FOR STUDENT RECORDS WITH ERRORS

- Following example shows the ability to filter for certain demographic groups – grade 8 female students in error.

Administration: WKCE-CRT Fall 2005

Search For Student Records in CESA 1 (District# 0413)

Create a list of student records to edit by entering information the records will match. You can find records that have the same error and correct them as a group. To learn a

Search Criteria

Enter information that uniquely identifies a student or group. The more information you provide, the fewer matches your search returns. Select the Error option to match only fields, you can enter just the first few letters you're looking for -- such as "daw" -- to match "Dawson and "Dawber" but not "Adawhile".

Last Name		☐ Error	School Number	
First Name		☐ Error	Grade	08
Gender	f	☐ Error	Disability Status		☐ Error
Section 504 Status		☐ Error		
Filter:	Students with Errors ▾			

[SEARCH] [CLEAR]

Search Results

To edit a record, click a student name.

Student Name	Grade	District Number	School Number	Middle Name	DOB Month	DOB Day	DOB Year	Gender
RANDPRB0790YPCYFIO-GK.TXNOZBMQ LNVA, JJJJJJJJLSZGVMHVGJUG JBJBMCRQKLR.J	08	0413	0160	JKKD FHNFRQPKIDYTAKHH BMCQTGIJMVPUK	10	17	91	F
RANDPRB0792CHWVD-RXHTDGAFEN QUCJL S, LLLLLLLLLCZM ^SQHXXQ-DE-^UGNK^QFIE	08	0413	0160	L^LPRTTBD^AFLJW^CFSLEHX CTKEMG^MRMV	10	19	91	F

44

SEARCH STUDENTS

Administration: WKCE-CRT Fall 2005

Search For Student Records in CESA 1 (District# 0413)

Create a list of student records to edit by entering information the records will match. You can find records that have the same error and correct them as a group. To learn about the inform

Search Criteria

Enter information that uniquely identifies a student or group. The more information you provide, the fewer matches your search returns. Select the Error option to match only those records fields, you can enter just the first few letters you're looking for -- such as "daw" -- to match "Dawson and "Dawber" but not "Adawhile".

Last Name [ ] ☐ Error   School Number [ ]

First Name [ ] ☐ Error   Grade [04]

Gender [ ] ☐ Error   Disability Status [ ] ☐ Error

Section 504 Status [ ] ☐ Error

Filter: [Students with Errors ▾]

[SEARCH] [CLEAR]

Search Results

To edit a record, click a student name.

Student Name	Grade	District Number	School Number	Middle Name	DOB Month	DOB Day	DOB Year	Gender	Racial/Ethni Group
RANDKEY0757DBM .KMRNMTVWT-NHKNCYNZ, CCCCCCCCCU IG.UAQYJCSEADHLJSVEPVPW	04	0413	0040	CH HDBMVWLYNCAMUQKHTNO-ZMB IOAXH M	10	14	93	M	I
RANDKEY0758ZK^F.QI OJIIFU T RJDRJ-J, DDDDDDDDDRF BVK-P.BYELFSK^TMOIG CVM	04	0413	0040	DYUEAIVA.JUHWIU N.UYYM WZG.SJYUCHK^	10	15	93	F	
RANDKEY0759PTMTZKQ-G-^QAZQ -QNUQXQE, EEEEEEEEE-AYPWATWEUE.WQZHVLLXFBJMCF	04	0413	0040	EZ-OUYDA.QL-JUQEWDI ^NPTLKZDBJC.D O	10	16	93	M	B
RANDKEY0760-F^ZZ RBKGJ--GLXL.ZRUJMH, FFFFFFFFFFERQIWIDXBNYMIQIBO-NW^YYXQJ	04	0413	0040	F.N ....EKCYZMPYHPYSIPX-XTKN-PK OIY	10	17	93	F	A

STUDENT EDIT PAGE

- Errors in Student Data listed at the top of Student Edit page.

- Fields in error are in **bold/red font**.

- Corrected fields are updated when Submit button is clicked.
    - Returns to edit page if field is still in error
    - Goes back to list of students if all fields corrected.

EDIT STUDENT RECORD
Errors listed at the top of the page in shaded section

Administration: WKCE-CRT Fall 2005
Edit Student Record:RESTESTKID1, ELLSWD

Read all Errors and Warning messages below before making corrections in the corresponding fields. For information about the scoring rules that trigger these flags, see the Layout document. Its guidance is particularly helpful when a cross-field validation error triggers flags on a number of fields when only one field is wrong. It also provides the codes and valid ranges you must enter in each field. For example, when you want to enter a grade, you often must enter a leading zero (grade 8 would be entered as '08').

When you want to clear a field, press Backspace or Delete. If you press the spacebar, you're inserting a space character and the field is not cleared.

Best practice is to correct all flagged fields. However, if you need to do some research, you can correct as much as you can, submit the changes, and come back to edit this record later when you have found the information you need.

This record was last edited on 1/21/06 12:14 PM by wires_cesa1.

For a complete history, see the Activity Log.

The following errors were found. All other data fields were saved.

- Middle Name - only alphabetic, numeric, and the following characters are allowed: ' ` - .
- Racial/Ethnic Group cannot be blank.
- Disability Status cannot be N when one or more of the WAA-SWD proficiency scores is non-blank.
- English Proficiency cannot be 7 when one or more of the WAA-ELL proficiency scores is non-blank.
- WAA ELL Reading must be blank when the English Proficiency is 7.
- WAA ELL Math must be blank when the English Proficiency is 7.
- WAA ELL Science must be blank when the English Proficiency is 7.
- WAA ELL Social Studies must be blank when the English Proficiency is 7.
- WAA ELL Writing must be blank when the English Proficiency is 7.
- WAA SWD Reading must be blank when the Disability Status is N.
- WAA SWD Lang. Arts must be blank when the Disability Status is N.
- WAA SWD Math must be blank when the Disability Status is N.
- WAA SWD Science must be blank when the Disability Status is N.
- WAA SWD Social Studies must be blank when the Disability Status is N.
- WAA SWD Writing must be blank when the Disability Status is N.

Year: 2006

Opt. Student Info Page: 552 944290

Grade: 04

WAA ELL Reading: 2

STUDENT EDIT PAGE (cont'd)

- **Students with disabilities FIELDS –**
  - ➤ Changing Disability Status to correct "Y" or "N" will often clear all the listed SWD errors.

- **English Language Learners FIELDS –**
  - ➤ Changing English Proficiency to correct ranking will often clear all the listed ELL errors.
  - ➤ Alternative to changing the ELL ranking is to remove the WAA-ELL levels - accurate if student is a WKCE-CRT student and not an alternate assessment student.

EDIT STUDENT RECORD
Fields in error are in BOLD/RED

District Name: CESA 1

School Name: SCHOOL000000100

District of Residence: 0413

Last Name: RESTESTKID1

First Name: ELLSWD

Middle Name: WAA^

DOB Month: 10

DOB Day: 26

DOB Year: 96

Gender: M

Student WSN:

Racial/Ethnic Group:

Disability Status: N

Section 504 Status: N

English Proficiency: 7

Economically Dis.

WAA ELL Writing: 4

WAA SWD Reading: 1

WAA SWD Lang. Arts: 2

WAA SWD Math: 3

WAA SWD Science: 4

WAA SWD Social Studies: 4

WAA SWD Writing: 3

Braille:

WKCE Wrt-Inv. Flag: T

WKCE Wrt-Pts/Cond: 3.0

WKCE Wrt-Composing-Pts/Cond: 2.0

WKCE Wrt-Conventions-Pts/Cond: 1.0

WKCE Scale Score-Reading: 554

WKCE Scale Score-Lang. Arts:

WKCE Scale Score-Math: 491

STUDENT EDIT PAGE (cont'd)

- **INVALIDATION FLAG**:
  - ➤ Available for all content areas and the Writing Item.

- **SFAY/DFAY**:
  - ➤ SFAY/DFAY fields cross-validate.

- **MOVE/DELETE FLAGS:**
  - ➤ Students are only flagged for MOVING or DELETING in RES. They do not move until the corrected data comes back to CTB.

EDIT STUDENT RECORD
RES corrects record when SUBMIT button is clicked

Economically Dis. Status:	N	WKCE Scale Score-Science: 799
Migrant Student:	N	WKCE Scale Score-Social Studies:
School FAY:	Y	Reading Inv. Flag: N
District FAY:	Y	Lang. Arts Inv. Flag: N
Testing Status:	T	Math Inv. Flag: N
Long-term US Student Ind:	Y	Science Inv. Flag: N
Open Enrollment/Ch 220:	Y	Social Studies Inv. Flag: N
Opt. 1-PreID:	58QYBM8O	Move/Delete Flag:
Opt. 2-PreID:	P6O8KYKEXQXD0IGEBU	Move School Number:
Local Student ID:	30860728970 3408834 64:	Reason for move/delete:

SUBMIT   CANCEL

MOVING STUDENTS BETWEEN SCHOOLS AND DISTRICTS

- RES flags students to be moved -
  - between Schools within a District; and
  - between Districts.
- When the "MOVE" flag is highlighted, RES requires -
  - New school number (if between schools within a district).
  - New district name/number (if between districts).
  - Comment/Reason for the move.
  - System automatically provides CTB Scoring with contact information for purposes of follow-up.

DELETING STUDENTS

- When the "DELETE" flag is highlighted, RES requires -

  ➢ Comment/Reason for deleting the record.

  ➢ System automatically provides CTB Scoring with contact information for purposes of follow-up.

- CTB requires DPI authorization to delete groups of student records.

INVALIDATING STUDENT SCORES

- Student records can be flagged as *invalidated,* <u>by content area</u>, by entering a "Y" in the appropriate field.

- Student invalidation means no score will be given for that content area and student will count as "not assessed".

- Reports will say "Invalidated" for that content area.

- Reason requested for invalidation, such as – cheating, illness, etc., by content area.

IMPORTANT REMINDERS

- Check for SwD OOD who did not move.

- Provide District Name, Number and explanation for <u>students moving to another District</u>.

- Use demographic summary reports to check for errors not flagged by RES.

- Only enter a WSN if the WSN field is flagged as an error.

CORRECTING STUDENT RECORDS OFFLINE

(Batch Uploads)

STUDENT DATA FILE
Overview

- Create and download a file of students for correcting offline.

- Edit file with offline tool like Excel or Notepad.

- Upload file back into RES.

- Wait for upload to complete and verify.

- Log back into RES.

- Click email link to give DPI/CTB "All Clear".

- Version Control is an important aspect of saving and uploading student data files.

STUDENT DATA FILES
Filtering Capabilities

Filter for -

- all student records

- all student records in error

- all students in particular schools

- all students in particular schools that are in error

Understanding the Student Data File

- Column headers with * (asterisk) are columns that are not editable. Changes to these columns will be ignored by RES.
- First two columns are not to be edited or deleted from file
  - Columns #1 & 2 in the Student Data File are the *RECORD ID* and the *FULLKEY,* both of which RES uses to place the student record in the proper location in RES. If these fields are changed, the system will not recognize those records.
  - Error Description – The error column is designed to show where the errors occur. Correcting errors occurs in the actual fields.
- Use only alpha and numeric values in RES. No asterisks, hashes, spaces, or other non-alpha and non-numeric values. Varies according to the situation. Use the data dictionary.

CREATING A STUDENT DATA FILE

From the RES Homepage -

- Click *Create Student Data File*
- Click "ALL" – School list appears.
- Check all the schools in the list you want in the student data file.
- Click *Create Batch*.
- Click *Download Batch.*
- When asked, save the batch zip file to your desktop.

CREATE STUDENT DATA FILE

RES Homepage for CESA 1 (District# 0413)

Test Administration: WKCE-CRT Fall 2005

Welcome CESA 1 User TEST Training

To make sure your district is represented fairly in accountability scores, you *must* correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/20/2006 to 03/01/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with **Errors**:	798	What's this?
Records now with **Warnings**:	0	What's this?
Records changed:	1	What's this?

What would you like to do?

To Work Online
Recommended for Everyone

→ **Browse for a Student Record**
... by school and last name, then easily correct some or all issues in the record.

→ **Search for a Student or Group**
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

→ **Create a Student Data File**
Select a batch of records to include in the data file, then download and edit it. Please read about pitfalls to avoid.

→ **Upload Your Student Data File**
Upload your corrected data file and receive quick validation of its acceptability. Please read about batch update limitations.

→ **View File Upload History**
... to review the status and results of your district's file uploads.

CREATE FILE WITH ERRORS

Create Data File of Schools in CESA 1 (District# 0413)

When you select a batch of student records to copy from the master data set into a data file that you can edit on your personal computer, you can include all or specific schools. You can limit your batch to records flagged with errors or warnings. Best practice is to start with a small batch and clean it up before starting the next one.

Include All Schools in District

All student records in CESA 1 **CREATE DATA FILE**

All students records with **Errors** in CESA 1 **CREATE DATA FILE**

All student records with **Warnings** in CESA 1 **CREATE DATA FILE**

Include Only Selected Schools

1. Select schools. To browse schools by name, click the initial letter or All. To limit your view to only schools with flagged records, choose the filter for that flag. To add a school to your set, select it. When you click another initial letter, the number of "Schools previously selected" increases to reflect any selections you made under the previous letter.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z   **All**   Filter: | All schools ⌄ |

All schools are displayed below.

All ☑	School Name	School #	Total	Errors	Warnings
☑	SCHOOL000000100	0020	545	541	0
☑	SCHOOL000000200	0040	4	4	0
☑	SCHOOL000000300	0020	86	85	0

DOWNLOAD BATCH FILE

CTB McGraw-Hill

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005 / Create Data File / Download Data File

Administration: WKCE-CRT Fall 2005
Download Data File for CESA 1 (District# 0413)

Your data file is zipped up and ready to download.

[DOWNLOAD DATA FILE]

Next Steps

1. Download the Layout File.

2. Unzip the data file. It should contain a comma-separated text file (.txt).

3. Use the application you prefer to make corrections to the data file.

    Take care not to strip leading zeroes; add, delete, hide or move columns; or otherwise compromise data integrity because RES rejects compromised records when updating the master data set.

    While making corrections, use the information in the Layout file as a guide. Correct every error because RES rejects any Error flagged record when updating the master data set.

    In the data file, when you see a column heading with an asterisk (*), use the information in the column for reference only. RES will ignore any changes you make in a reference column.

4. Return to RES and upload your corrected data file.

Go to Data File Upload

DOWNLOAD – cont'd

SAVE BATCH FILE AS ZIP
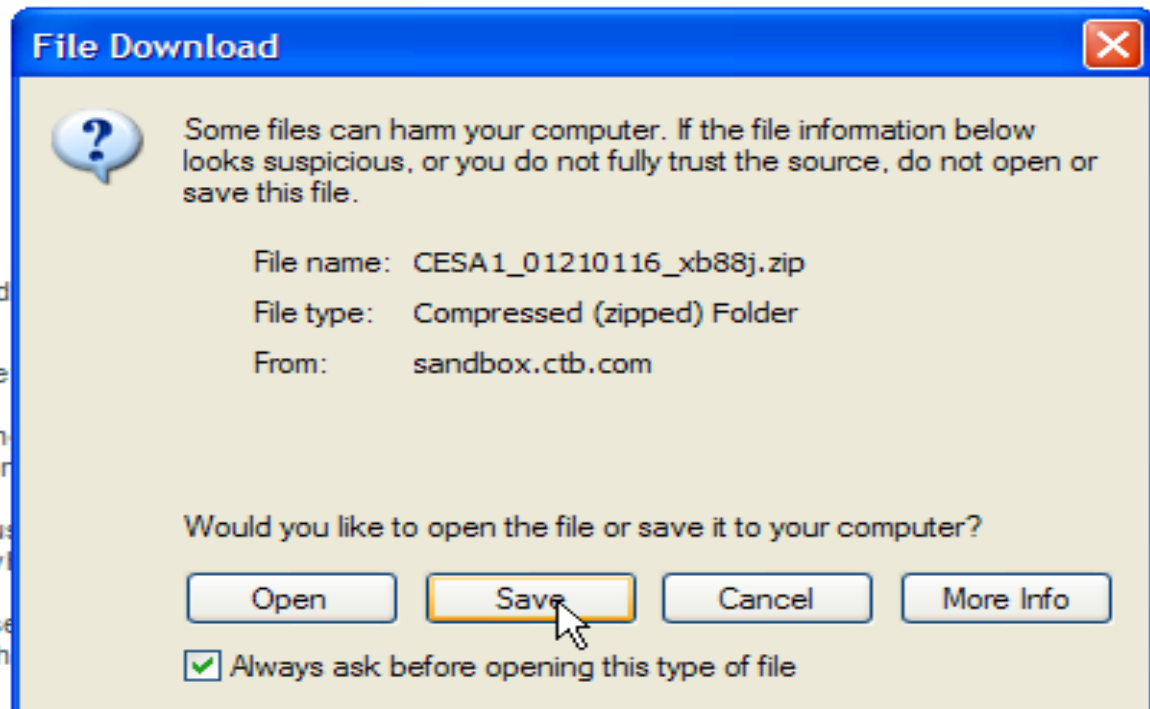
CREATING STUDENT DATA FILE (Cont'd)

- Locate Zip file on desktop. Double click to open.

- Click on the batch.txt file in the Zip file. This is the student data file in text format.

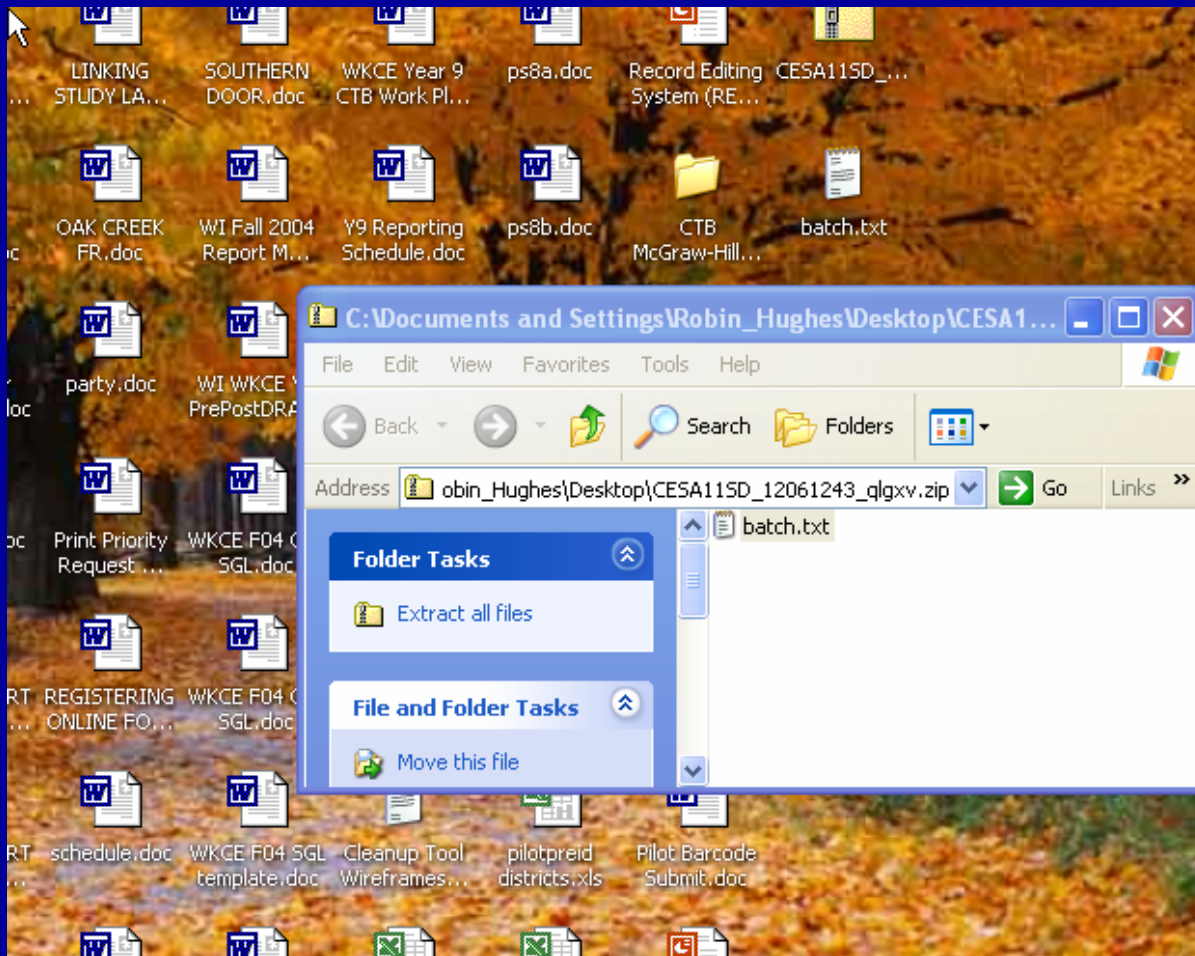- Drag and click batch.txt file out of the Zip file to your desktop.

SAVE BATCH TO DESKTOP
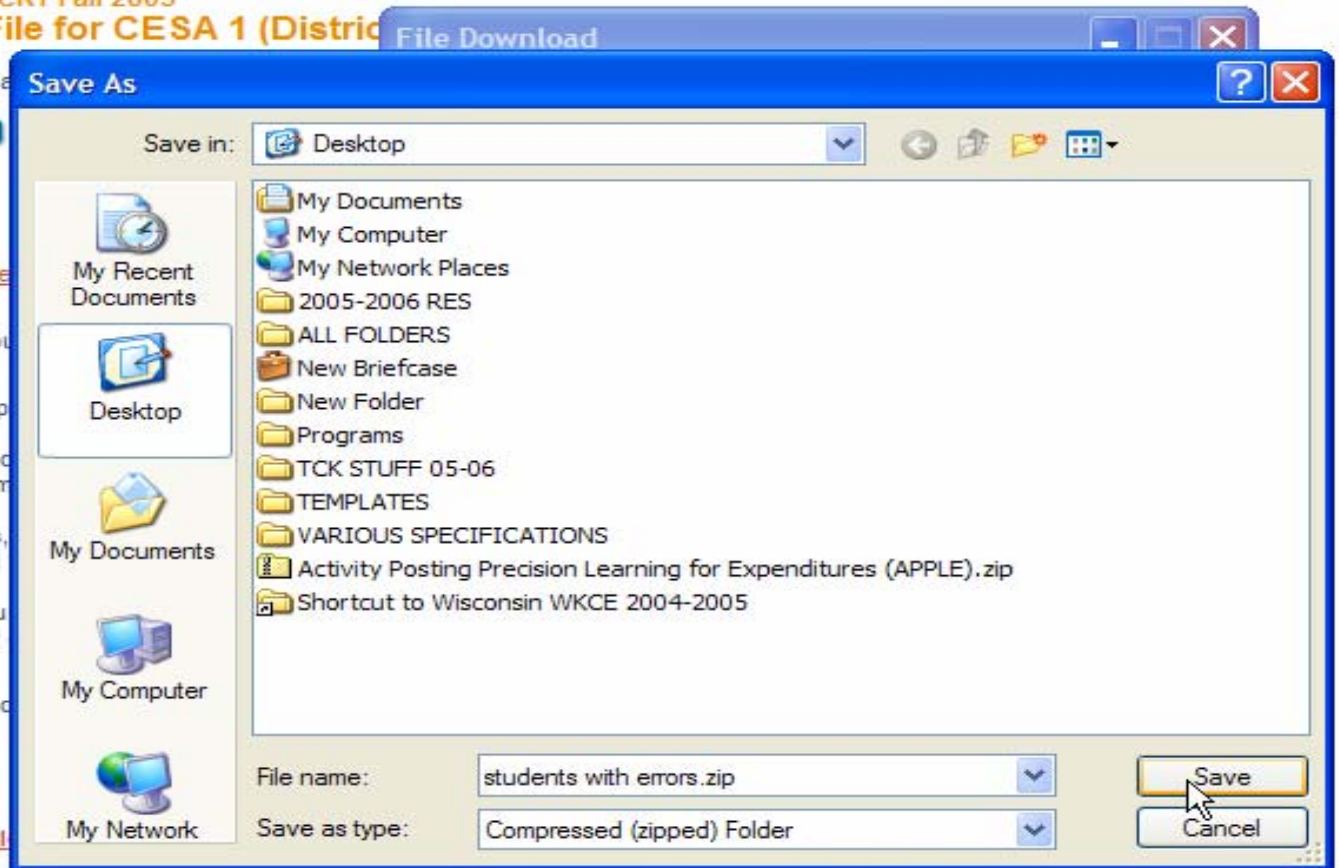
FILE ZIPPED TO DESKTOP
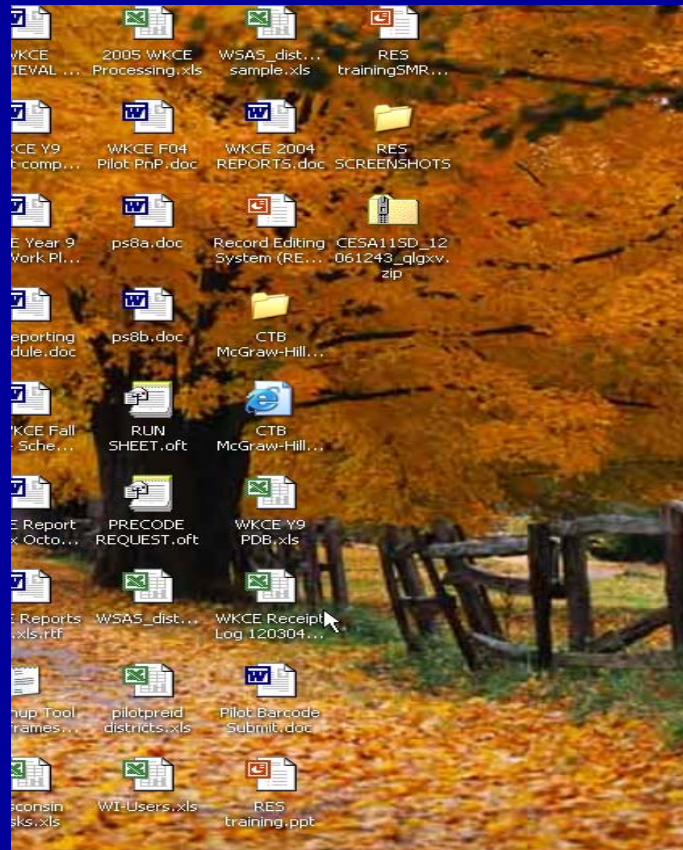
BATCH FROM ZIP TO DESKTOP

USING STUDENT DATA FILE IN EXCEL

- Open Excel.
- From Excel choose
  - ➢ "File, Open...",
  - ➢ Select for ".txt" (Text) file type
  - ➢ Find batch.txt file
- Text Import Wizard
  - ➢ Check "Delimited" radio button, then Next->
  - ➢ Uncheck "Tab", Check "Comma", then Next->
  - ➢ In "Data Preview",
    - ✓ Click first column
    - ✓ Slide scroll bar to last column
    - ✓ Shift-Click last column
    - ✓ Choose "Text" for "Column Data Format"
    - ✓ Click Finish
- Find records with "Error Description" column filled in to determine what to fix.
- Edit columns to fix records.
- **IMPORTANT:** Records that don't have all errors fixed in them will not be updated in the system.
- Choose "Save As..." and save as a .CSV (Comma-delimited) file.
- Exit Excel.

OPEN BATCH FILE IN EXCEL
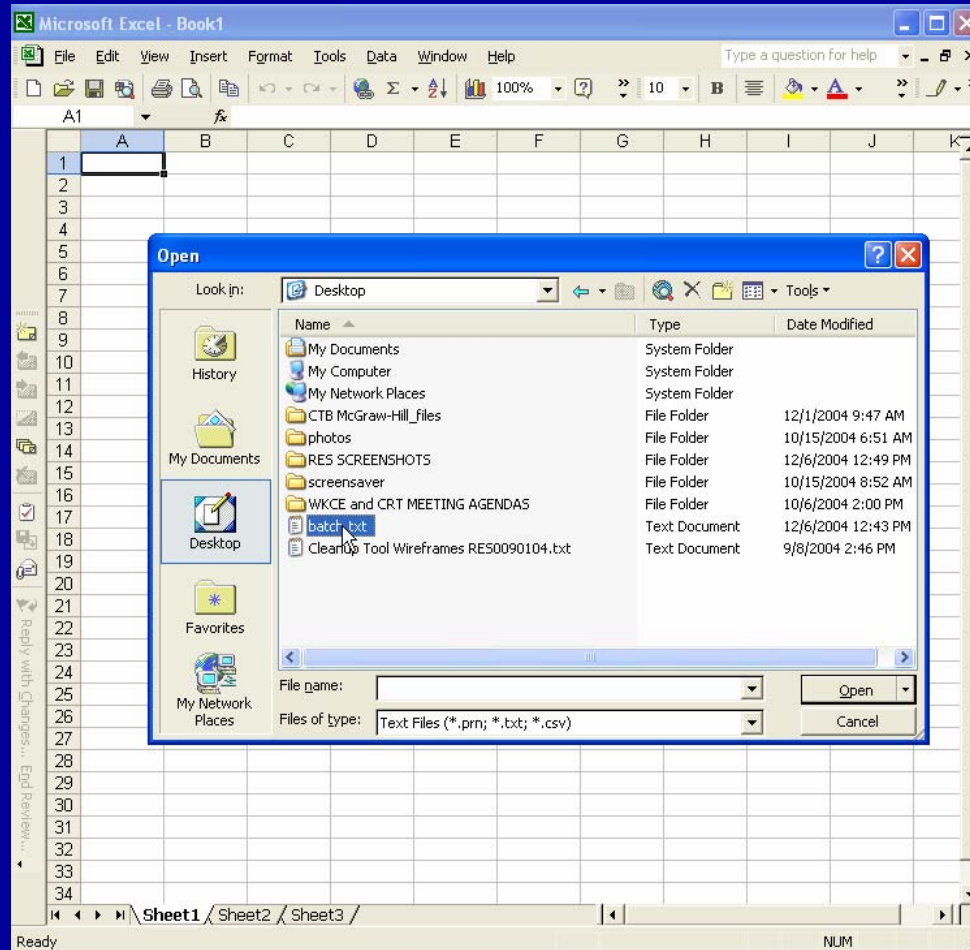
EXCEL - DELIMITED
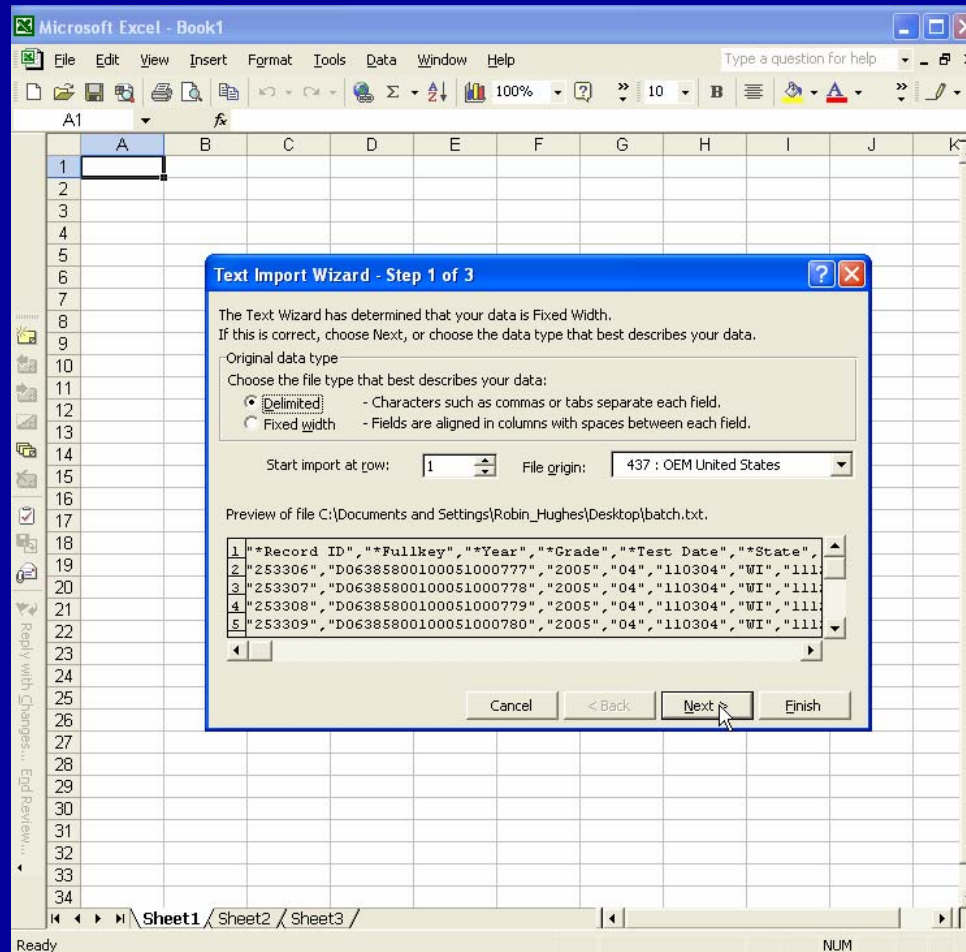
EXCEL - COMMA
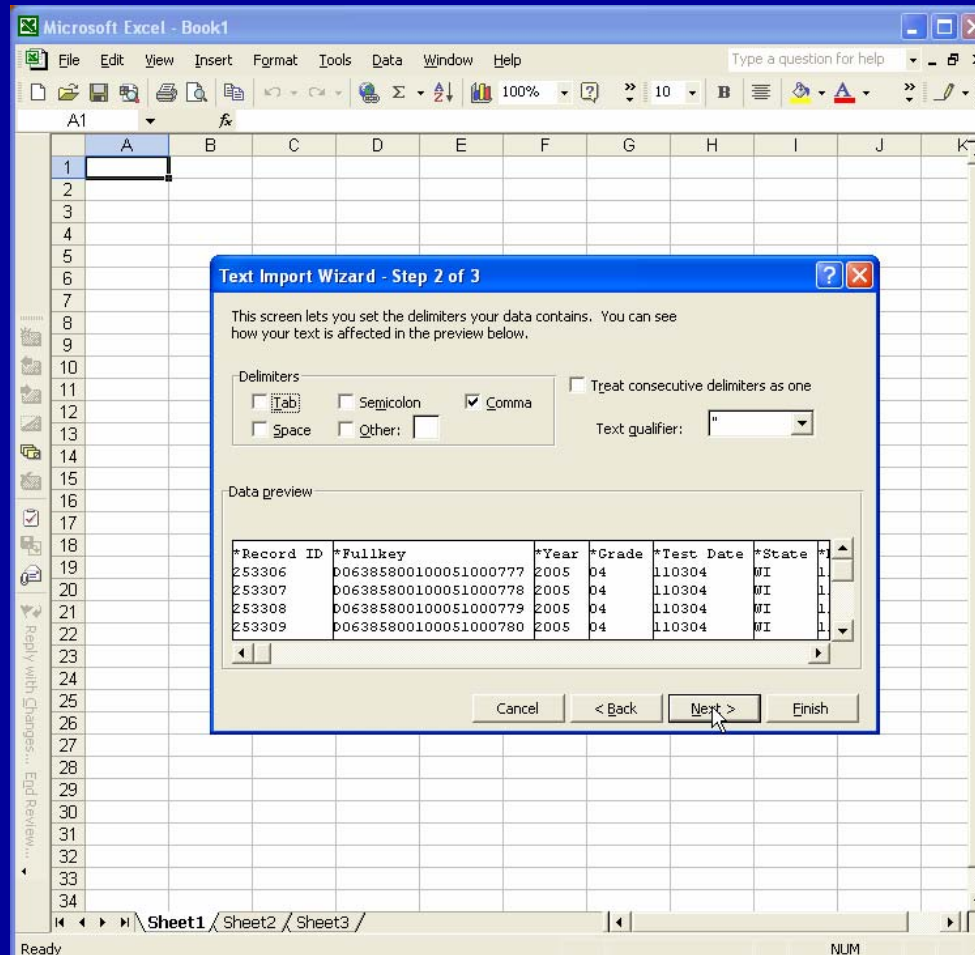
EXCEL - TEXT
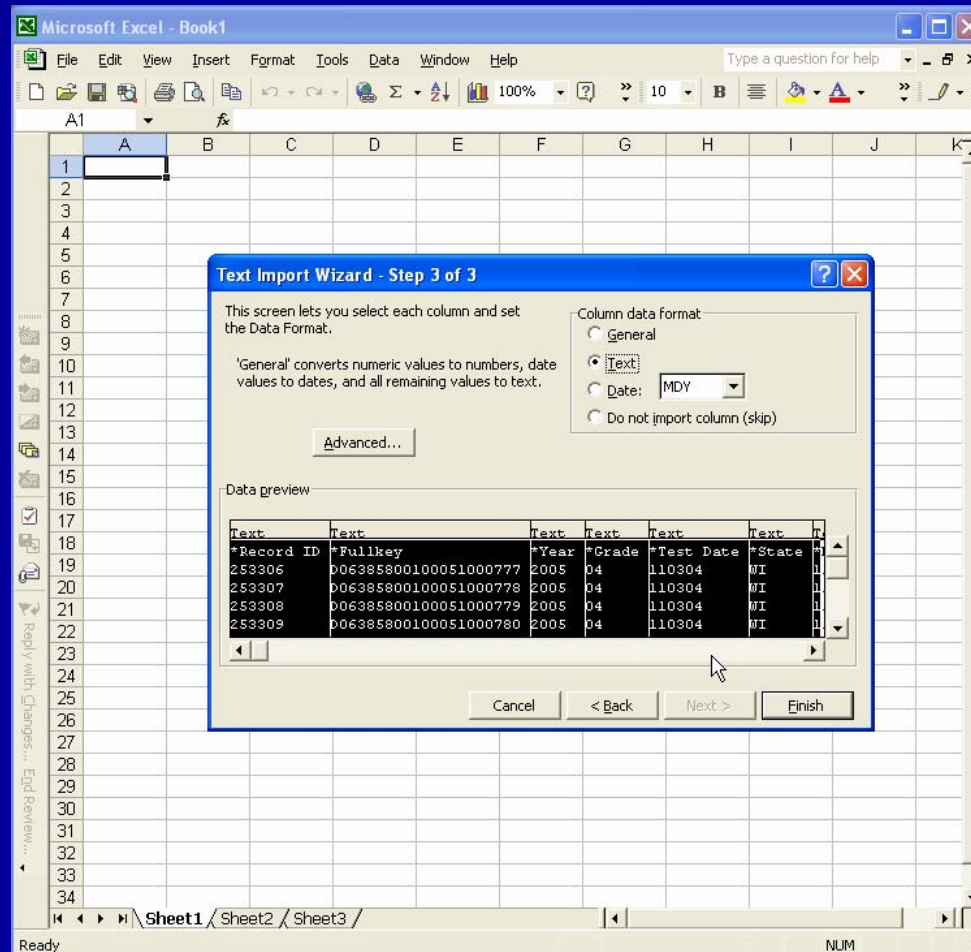
SAVE AS .CSV FILE

VERIFY SAVE AS .CSV

SENDING STUDENT FILE BACK TO RES

From RES Homepage choose –

- "Upload Student Records".
- Browse for batch.CSV file.
- Enter appropriate comments.
- Click on "Check if you file contains column headers…" checkbox.
- Click "Submit".
- If errors exist in first 10 lines of file, confirmation screen will be shown.
- Choose either submit or cancel.
- If file is submitted, the file will be placed in a processing queue.
- If you click cancel, you can go back into the excel spreadsheet, make your changes, and begin the upload process again.

UPLOAD STUDENT DATA FILE

To make sure your district is represented fairly in accountability scores, you **must** correct known errors in student biographical data. Warnings highlight issues that are likely to affect your results, so you'll want to fix them too, as well as any other information you recognize is wrong.

Use the Record Editing System to make your corrections from 01/20/2006 to 03/01/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with Errors:	798	What's this?
Records now with Warnings:	0	What's this?
Records changed:	1	What's this?

What would you like to do?

To Work Online
Recommended for Everyone

➔ **Browse for a Student Record**
... by school and last name, then easily correct some or all issues in the record.

➔ **Search for a Student or Group**
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.

To Work On Your Personal Computer
For Data Processing Experts Only

➔ **Create a Student Data File**
Select a batch of records to include in the data file, then download and edit it. Please read about pitfalls to avoid.

➔ **Upload Your Student Data File**
Upload your correct data file and receive quick validation of its acceptability. Please read about batch update limitations.

➔ **View File Upload History**
... to review the status and results of your district's file uploads.

Layout
- - - - - - - - -
The RES Help
by to assist y

Write to:
RESHelpdesk

Or call 1–800
7:30am – 5:30

UPLOAD BATCH .CSV FILE

Administration: WKCE-CRT Fall 2005
Upload Data File for CESA 1 (District# 0413)

When you have finished correcting your student records, follow these steps to upload your data file.

1. Double check your student records. Remember RES uses only those records that pass validation and contain no errors to update the master data set.

2. Double check your upload file format. Acceptable formats are:
- a comma-separated file (saved as .csv).
- a zip file (.zip) of a single .csv file.

3. Browse for and select your file, then describe it and upload it. Your description appears in your upload history, so best practice is to record what's unique about the records in the file.

Select your file: `ts and Settings\Robin_Hughes\Desktop\batch.csv`   [Browse...]

Describe your file: `WKCE CRT Fall 2005 students in error`

Header Row? ☑

[SUBMIT]   [CANCEL]

4. Monitor your upload progress.
Upload time varies depending on the speed of your internet connection, the users you share it with, and other factors. To reduce upload time, zip your file, or break your batch into smaller data files. If your connection is typical, here are examples of what you can expect:

Upload File Size	56 kbps modem	128 kbps modem	T1
1 MB	3 min	1 min	< 1 min
5 MB	15 min	6.5 min	< 1 min

79

ERROR MESSAGES

BATCH UPDATE LIMITATIONS

Use the Record Editing System to make your corrections from 01/20/2006 to 03/01/2006.

[View District Reports] for information on your RES student record set.

[Send 'Editing Complete' Message] when you have completed all edits for your district.

Summary

Total Records for CESA 1:	804	What's this?
Records now with Errors:	798	What's this?
Records now with Warnings:	0	What's this?
Records changed:		

What would you like t[...]

CTB McGraw-Hill | Help - Micro...

Batch Update Limitations

When working on your personal computer, you must correct every error in a record before you can expect it to pass validation. When updating the master data set, the system rejects any record marked with an error flag.

To Work Online
Recommended for Everyone

→ **Browse for a Student Recor[...]**
... by school and last name, the[...]
some or all issues in the record[...]

→ **Search for a Student or Group**
Enter criteria to match one or more student records. Open matched records one by one and easily correct some or all issues in each record.
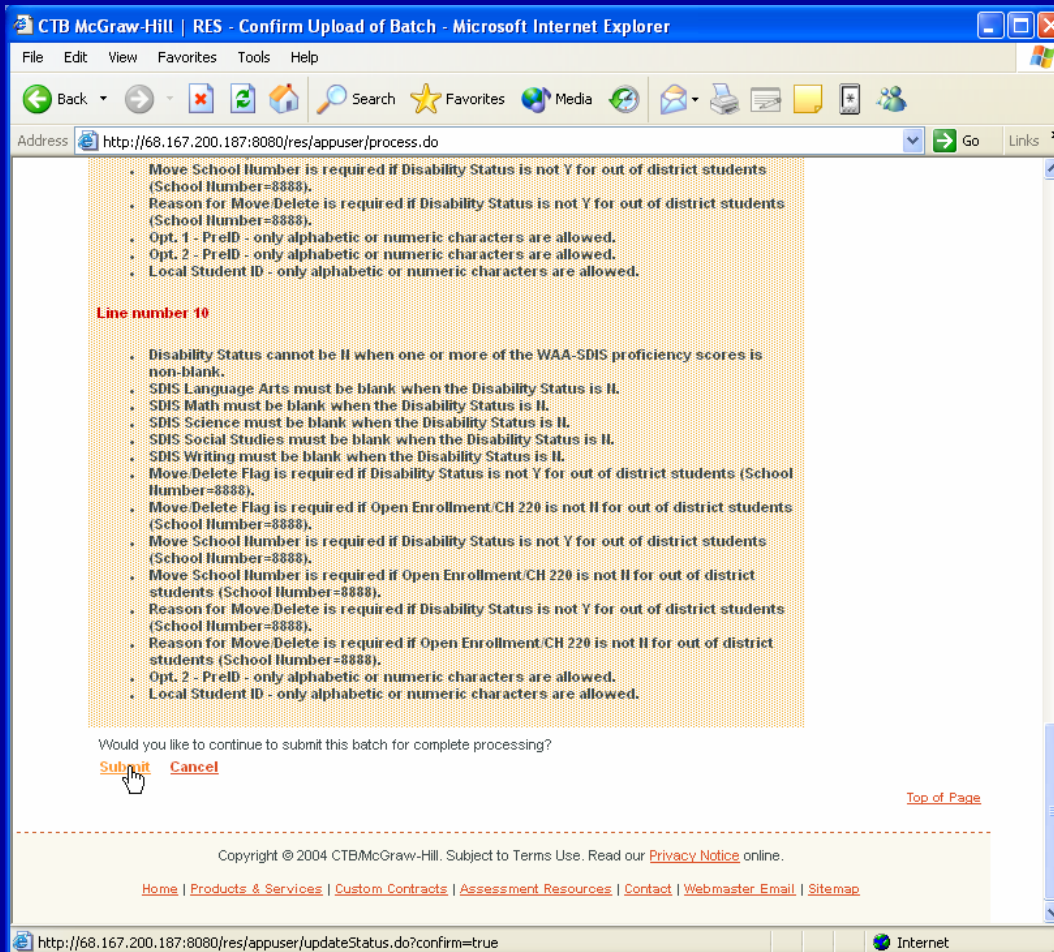
[...]ter
in the data file,
d about pitfalls to avoid.

→ **Upload Your Student Data File**
Upload your corrected data file and receive quick validation of its acceptability. Please read about batch update limitations.

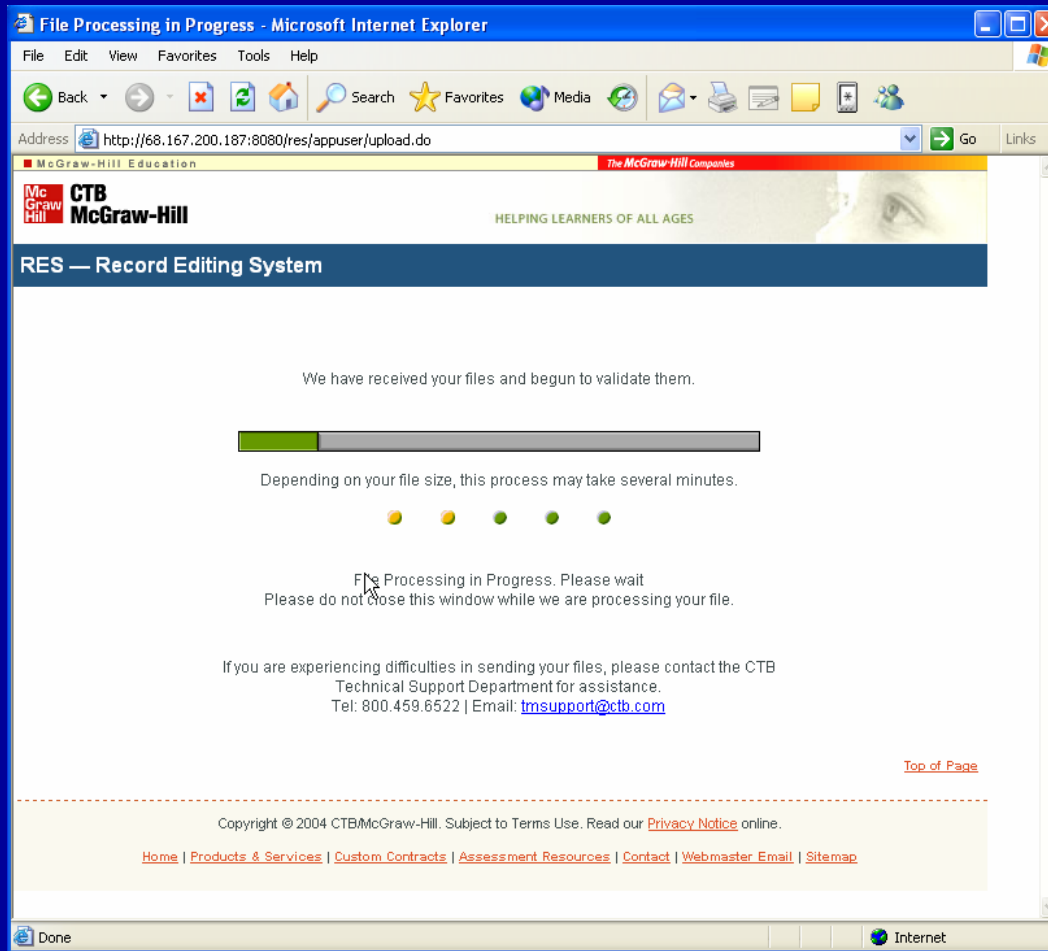→ **View File Upload History**
... to review the status and results of your district's file uploads.

SUBMIT UPLOAD

UPLOADING ...

FILE HISTORY PAGE

- **File Status -**
  - **Uploaded** – currently in queue awaiting processing
  - **Processing** – system is reading/processing data in file
  - **Completed** – system has finished reading/processing file and has updated or attempted to update records
- **Fail number link** – log of records that failed and why.
- **Get error records** – download a batch of records represented in this batch that are still in error.

BATCH HISTORY

CTB McGraw-Hill

HELPING LEARNERS OF ALL AGES

Home / My Account / RES / WKCE-CRT Fall 2005 / File History

Administration: WKCE-CRT Fall 2005
File History for CESA 1 (District# 0413)

RES has received your file **batch.csv** , and is now validating all records, which might take from 5 to 30 minutes. When this check is complete, RES will send you a status report via e-mail.

While your data file is being verified, you can monitor its progress by refreshing this page and checking the Status column in the table below. When processing is complete, you can click View Log to find out why records failed to update. The Pass column shows the number of records without error flags; Fail shows records that failed to update. Together they total the number of student records in the data file. If you still have records that fail, read these best practices for suggestions.

File History

Your district has uploaded data files to update the master data set as follows:

Upload Date	Username	Status	Filename	Description	Pass	Fail	Total	Failure Log
01/21/06 12:36:54 PM	wires_cesa1	Uploaded	batch.csv	WKCE CRT Fall 2005 students in error	0	0	0	-

Back to RES Homepage

REMEMBER ...

LOOK FOR …

- Send Editing Complete link:
  - To notify CTB that data is cleaned up.
  - To request a student's book be pulled provide
    - District Name/Number
    - School Name/Number
    - Student name
    - Grade
    - Content area at issue
    - Your question

CUSTOMER SERVICE

CTB/McGraw-Hill

Wisconsin Helpdesk

1-800-282-2203